

**Comptroller's Directive No. 1-06**  
**Attachment HE-1**  
**Contact Survey**

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<b>Purpose</b>	This attachment will provide DOA with the institution contact information.
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<b>Applicable institutions</b>	All institutions <b>must</b> complete this attachment.
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<b>Due date</b>	<b>August 3, 2006</b>
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<b>Submission requirements</b>	Contact DOA if the institution has any problems with the files.
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**After downloading the excel file, rename the file using the institution's acronym followed by Attachment HE-1.** For example, VCCS should rename the Attachment HE-1.xls file as VCCS Attachment HE-1.xls.

Submit the excel file electronically to [finrept@doa.virginia.gov](mailto:finrept@doa.virginia.gov).

Copy APA via e-mail to [APAFinRept@apa.virginia.gov](mailto:APAFinRept@apa.virginia.gov).

Do **not** submit paper copies of this spreadsheet.

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